



HEADQUARTERS
HAWAII WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 29417
Honolulu, HI 96820



1 Aug 2007

Wing Financial Instruction F-03

Recording of Transactions

1. **Policy.** This Instruction details procedures for recording expenses and processing member reimbursement requests. This instruction does not change any requirements detailed in CAPR 173-2.

2. **Emergency Services and Counter-Drug Mission Expenses.** CAPF 108, "CAP Payment and Reimbursement for Aviation/Automotive/Communications Expenses" must be completed and submitted to the State Director for review. Wing Commander (or designee) will review and approve the request prior to transmittal to National Headquarters. State Director will provide a copy to the Finance Director or Wing Administrator with transmission date marked on copy for data entry into QuickBooks as receivable.

3. **Member Flight.** CAPF 104 must be completed and submitted to the Finance Director or Wing Administrator with original fuel receipts and payment of established maintenance fee and fuel costs upon completion of flight. The receivable will be dated the same date as the flight. The member's check will be entered into QuickBooks as "*Customer – Receive Payment*" and deposited in the General Account.

4. **Aircraft Maintenance or Related Expenses.** An estimate of repair costs must be provided to the Wing Director of Maintenance (DOM) for review and approval before repair work commences. If the DOM is not available, the Wing Commander (or designee) may give approval. If prior approval is not obtained, the member may not be reimbursed. When feasible, the aircraft credit card is the preferred choice of payment. Member must submit CAPF 108 with original receipts to the Finance Director or Wing Administrator within 30 days of incurred expense. HIWG F 201 is submitted when a members pays for maintenance out-of pocket.

5. **Vehicle Maintenance or Related Expenses.** An estimate of repair costs must be provided to the Wing Director of Transportation (DOT) for review and approval before repair work commences. If the DOT is not available, the Wing Commander (or designee) may give approval. If prior approval is not obtained, the member may not be reimbursed. When feasible, the aircraft credit card is the preferred choice of payment. Member must submit CAPF 108 with original receipts to the Finance Director or Wing Administrator within 30 days of incurred expense.

A handwritten signature in cursive script, reading "Earl G. Greenia".

EARL G. GREENIA, Colonel, CAP
Commander

DISTRIBUTION:

- 1 – Each Squadron
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